

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 26, 1991

ALL COUNTY INFORMATION NOTICE NO. I-32-91

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: WELFARE POLICY IMPLEMENTATION BUREAU ANALYST
ASSIGNMENTS

REFERENCE: ACIN I-43-88 DATED MAY 19, 1988; ACIN I-05-90 DATED
JANUARY 23, 1990; ACL 89-99 DATED NOVEMBER 15, 1989;
AND ALL FS PROGRAM COORDINATORS LETTER DATED
OCTOBER 13, 1989

This letter is to inform you that the Welfare Policy Implementation Bureau (WPIB) has made some staffing changes. An updated listing of the WPIB analyst assignments is attached. These changes are effective March 15, 1991.

The WPIB is composed of four units: two AFDC policy units, a Food Stamp policy unit and a combined AFDC/FS Forms/Notice of Action unit. The policy units' responsibilities include implementation and interpretation of AFDC, Transitional Child Care, and Food Stamp regulations and policies. The combined Forms/NOA unit is responsible for forms design and control activities, which include notices of action, and coordinating AFDC and Food Stamp program oversight of the SAWS projects.

If you have any questions or comments regarding the Welfare Policy Implementation Bureau activities, you may contact Gale A. Wright, Chief, Welfare Policy Implementation Bureau, at (916) 322-5330 or ATSS 492-5330.


ROBERT A. HOREL
Deputy Director

Attachments

cc: CWDA

WELFARE POLICY IMPLEMENTATION BUREAU
Supervisors and Analysts

Chief: GALE A. WRIGHT
(916) 322-5330
ATSS 8-492-5330

	<u>Phone</u>	<u>Alternate</u>	<u>Phone</u>
A. <u>AFDC Policy Units</u>			
<u>Supervisor:</u>			
Clyde Martinez	324-2656		
<u>Analysts:</u>			
Jim Mullany	445-7884	S. Poole-Taylor	324-2661
Henry Puga	324-2663	Dennis Ragasa	324-2658
Dennis Ragasa	324-2658	Henry Puga	324-2663
<u>Supervisor:</u>			
Judy Moore	324-2017		
<u>Analysts:</u>			
Marianne Grillo	323-8431	S. Poole-Taylor	324-2661
Jim Lucas	324-2725	Karen Maderos	324-2009
Karen Maderos	324-2009	Jim Lucas	324-2725
Sandra Poole-Taylor	324-2661	Jim Mullany	445-7884
B. <u>FS Policy Unit</u>			
<u>Supervisor:</u>			
Michiyo Laing	324-6583		
<u>Analysts:</u>			
Michele Carotti	324-2010	(Alternate analysts are	
Mike Jones	323-0119	available by subject area.)	
Mike Papin	324-6584		
Carole Robinson	324-2015		
C. <u>AFDC and FS Forms/Compliance Unit</u>			
<u>Supervisor:</u>			
Mike Babcoke	445-4400		
<u>Analysts:</u>			
Kathie Birmingham	324-2012		
John Honeycutt	445-1131		
LeAnne Torres	324-2016		

AFDC Policy Interpretation - Analysts' Assignments

EAS Section	SUBJECT	ANALYST	PHONE
<u>19-000</u>			
19-000	Confidentiality	Dennis Ragasa	324-2658
<u>20-000</u>			
20-000	Fraud	Dennis Ragasa	324-2658
20-100	Misuse of Funds	Dennis Ragasa	324-2658
<u>22-000</u>			
22-000	State Hearings	Marianne Grillo	323-8431
<u>40-000</u>			
40-100 thru 40-181.2	Reception, Application Filing Unit, Monthly Reporting	Jim Lucas	324-2725
40-181.3 thru 40-197	Transfers (Intraprogram, Interprogram, Intercounty), Dispute Regarding County Responsibility	Henry Puga	324-2663
<u>41-000</u>			
41-400 thru 41-440	Deprivation, Unemployment	Henry Puga	324-2663
41-441 thru 41-442	Procedures for Referral to and Communications with EDD-ES/Cause Determinations and Penalties, and GAIN Issues	GAIN & EMP. SVCS. POLICY BUREAU	323-5206
41-450	Continued Absence of Parent	Henry Puga	324-2663
41-600	State-Only AFDC-U Program	Henry Puga	324-2663
41-700	Misc. State/County Funded Programs	Henry Puga	324-2663
<u>42-000</u>			
42-100	Age, Evidence of Age	Dennis Ragasa	324-2658
42-200 thru 42-223	Property	Marianne Grillo	323-8431
42-400 thru 42-424	Residence	Dennis Ragasa	324-2658
42-430 thru 42-435	Citizenship & Alienage	Dennis Ragasa	324-2658
42-500 thru 42-513	Institutional Status	Dennis Ragasa	324-2658
42-600 thru 42-691	WIN-DEMO	GAIN & EMP. SVCS. POLICY BUREAU	323-5206
<u>43-000</u>			
43-100 thru 43-117	Responsible Relative	Dennis Ragasa	324-2658
43-119	Sponsored Aliens	Dennis Ragasa	324-2658
43-200 thru 43-205	Child Support	Dennis Ragasa	324-2658

EAS Section	SUBJECT	ANALYST	PHONE
<u>44-100</u>			
44-101 thru 44-111	Income (Definitions, Availability of Income, Payments Excluded or Exempt from Consideration as Income)	Jim Mullany	445-7884
44-113	Net Income (Net Income from Property, Disregards)	Jim Mullany	445-7884
44-115	Evaluation of Income In-Kind	Jim Mullany	445-7884
44-133.1 & .2	Treatment of Income, Income of SSI Recipient	Jim Mullany	445-7884
44-133.3 thru .63	Excluded Parent/Stepparent Computations	Jim Mullany	445-7884
44-133.7 thru .10	Income of Senior Parent, Income of Spouse of Aided Child and Sponsored Alien	Jim Mullany	445-7884
<u>44-200</u>			
44-200 thru 206	Assistance Unit Composition	Karen Maderos	324-2009
44-207	185%, Financial Eligibility, Lump Sum	Jim Lucas	324-2725
44-209	Federal Financial Participation	Karen Maderos	324-2009
44-211	Special Needs	Sandra Poole-Taylor	324-2661
44-212	MBSAC	Sandra Poole-Taylor	324-2661
44-267	Special Need for Child in Foster Care	Karen Maderos	324-2009
<u>44-300</u>			
44-300 thru 44-311	Aid Payments, Money Management Protective Payments	Sandra Poole-Taylor	324-2661
44-313	Budgeting	Dennis Ragasa	324-2658
44-315	Amount of Aid	Sandra Poole-Taylor	324-2661
44-317	Beginning Date of Aid	Jim Lucas	324-2725
44-319 thru 44-327	Initial Payments, Changes in Amount of Payment, Delayed Payment	Sandra Poole-Taylor	324-2661

EAS Section	SUBJECT	ANALYST	PHONE
44-340	Underpayments	Karen Maderos	324-2009
	Overpayments:		
44-350	General	Karen Maderos	324-2009
44-352.1	Calculation of Overpayment	Karen Maderos	324-2009
44-352.41	Grant Adjustment	Karen Maderos	324-2009
44-351	Methods of Recovery	OVERPAYMENT	322-8387
44-352.2	Amount that can be Recovered After the Overpayment Has Been Computed,	RECOVERY BUREAU (ORB)	
44-352.3	From Whom it may be Recouped,		
44-352.42 thru .47	Methods of Recovery (Except Grant Adjustment)		
44-352.5	Referral to SIU		
44-353	Overpayment to Sponsored Aliens		
44-400			
44-400 thru 44-403	Reduced Income Supplemental Payments	Dennis Ragasa	324-2658
47-100			
47-101 thru 47-185	Transitional Child Care (TCC)	Jim Mullany	445-7884
80-000 (Proposed)	AU Composition	Karen Maderos	324-2009

AFDC and FS Forms/Compliance Unit

SUBJECT	ANALYST	PHONE
FS Forms Coordinator, FS Forms: DFA 285-A1, 285-A2, 285-B, 285-C, 285-D, 285.1, 286, 287, 288, 290, 291, 292, 293, 293.1, 299, 300, 301, 303, 332.1, 377.5, 440, 839A, 842; FS 8; Food Stamp questions concerning the SAWS 1, 2, 2A, 7 and the JA 2. Food Stamp informing materials.	Vacant	
SAWS Program Coordinator; Other Automated Projects (APDs, MIS, etc.); Special Projects.	Kathie Birmingham	324-2012
Turner Court Case Implementation; AFDC NOAs (other than SAWS); TCC NOAs; FS 9 and CA 1030.	John Honeycutt	445-1131
AFDC/FS NOAs/Other Forms AFDC NOAs, FS NOAs, CA 7, CA 13, CA 31, CA 71, CA 72, CA 73, CA 81, CA 82, CA 1027, DFA 385, DFA 385A, DFA 377.1, DFA 377.1A, DFA 377.2, DFA 377.4 and DFA 377.9.	Vacant	
AFDC Forms Coordinator, CWDA Forms Subcommittee Contact; AFDC Forms: CA 2.1 (informing), CA 4, 8, 8A, 10, 20, 1 22, 23, 24, 30, 30A, 40, 41, 42, 43, 51, 61, 62, 63, 64, 80 and 371; ABCDM 215, 215A and 228; PM 357 and Temp CA 60; AFDC questions concerning the SAWS 1, 2, 2A and 7, and the JA 2. TCC 1, 1A, 2, 30, 30A and 43.	LeAnne Torres	324-2016

Other Forms

CA 2.1 Questionnaire	CHILD SUPPORT OPERATIONS BUREAU	322-6384
DFA 377.10	GAIN & EMPLOYMENT SERVICES POLICY BUREAU	323-5206
DFA 377.7B, 377.7B1, 377.7C, 478, 479	OVERPAYMENT RECOVERY BUREAU	322-5387

Food Stamp Policy Interpretation - Analysts' Assignments

Written policy questions should be submitted on the FS 3, Food Stamp Policy Question Form, to the Welfare Policy Implementation Bureau, 744 P Street, M.S. 16-31, Sacramento, CA 95814.

When a written response will not meet your immediate needs, the Food Stamp Policy Unit staff may be contacted by telephone using the analysts' assignments listing below. If the analyst you need to talk to is out of the office for the day, the secretary will connect you with the appropriate back-up analyst.

FS Section	SUBJECT	ANALYST	PHONE
<u>63-100</u>			
63-101 thru 63-107	General Provisions	Mike Jones	323-0119
<u>63-200</u>			
63-201 thru 63-206	Program Requirements	Mike Jones	323-0119
<u>63-300</u>			
63-300	Application Purpose	Mike Jones	323-0119
63-301	Application Processing Time Standards	Mike Jones	323-0119
63-301.512	Alien Status	Carole Robinson	324-2015
<u>63-400</u>			
63-401	Residency	Carole Robinson	324-2015
63-402	Household Concept	Carole Robinson	324-2015
63-403	Citizenship/Alien Status	Carole Robinson	324-2015
63-404	Social Security Numbers	Mike Jones	323-0119
63-406	Student Eligibility	Mike Jones	323-0119
63-407	Work Registration	GAIN & EMP. SVS. POLICY BUR.	323-5206
63-408	Voluntary Quit	GAIN & EMP. SVS. POLICY BUR.	323-5206
63-409	Income & Resource Maximums	Michele Carotti	324-2010
<u>63-500</u>			
63-501	Resource Determinations	Mike Papin	324-6584
63-502.1	Income Definition	Mike Papin	324-6584
63-502.2	Income Exclusions	Mike Papin	324-6584
63-502.3	Income Deductions	Michele Carotti	324-2010
<u>63-503</u>			
63-503.1	Month of Application	Mike Jones	323-0119
63-503.2	Prospective & Retrospective Budgeting	Michele Carotti	324-2010
63-503.3	Net Income and Benefit Calculation	Michele Carotti	324-2010
63-503.4	Households With Special Circumstances		
63-503.41	Self-Employment Income	Michele Carotti	324-2010
63-503.42	Households with Boarders	Michele Carotti	324-2010
63-503.43	Destitute Households	Michele Carotti	324-2010
63-503.44	Income and Resources of Excluded Members	Michele Carotti	324-2010

FS Section	SUBJECT	ANALYST	PHONE
63-503.45	Income and Resources of Non-Household Members	Michele Carotti	324-2010
63-503.46	Residents of Shelters for Battered Women	Carole Robinson	324-2015
63-503.47	Residents of Drug/Alcoholic Treatment & Rehab Programs	Carole Robinson	324-2015
63-503.48	Disabled or Blind Residents of Group Living Arrangement	Carole Robinson	324-2015
63-503.49	Sponsored Aliens	Carole Robinson	324-2015
63-503.5	Decrease in Income Due to Overpayment	Michele Carotti	324-2010
63-503.6	Homeless FS Households/ Prepared Meals	Carole Robinson	324-2015
63-504			
63-504.1	Certification Periods	Mike Jones	323-0119
63-504.2	Notices of Action	Mike Jones	323-0119
63-504.3	Monthly Reporting	Michele Carotti	324-2010
63-504.4	Effecting Changes for Nonmonthly Reporting Households	Michele Carotti	324-2010
63-504.5	Certifying MRRB Household in a New County	Mike Jones	323-0119
63-504.6	Recertification	Mike Jones	323-0119
63-504.7	ID Cards	Mike Papin	324-6584
63-504.8	Photo ID Cards	Mike Papin	324-6584
63-505	Household Responsibilities	Michele Carotti	324-2010
<u>63-600</u>	Coupon Issuance, Use and Replacement	Mike Papin	324-6584
<u>63-700</u>	Coupon Ordering, Storage and Accountability	Mike Papin	324-6584
<u>63-800</u>			
63-801.1 thru 63-801.3	Establishment of Claims	Carole Robinson	324-2015
63-801.4 thru 63-801.9	Claims Collection	OVERPAYMENT RECOVERY BUREAU	322-5387
63-802	Restoration of Benefits	Carole Robinson	324-2015
63-803	Return of Coupons	Mike Papin	324-6584
63-804	State Hearings	Carole Robinson	324-2015
<u>63-900</u>	Emergency FS Assistance	Carole Robinson	324-2015

IRIS Review and Compliance Monitoring - Mike Jones
Coordinator for FSQUADS update - Carole Robinson